



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGX-IA

1 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Purchase Card Program

This memorandum expires in 1 year.

1. The Internal Review and Audit Compliance Office (IRACO) performed numerous audits of the Government Purchase Card (GPC) Program. These audits identified the need to strengthen management controls to prevent possible misuse of the GPC.
2. Approving officials, also known as “billing officials,” are responsible for overseeing the GPC Program. Approving officials must ensure—
 - a. Cardholders maintain supporting documents (such as receipts, invoices, approval and receiving documentation) for each purchase and use the GPC Web-based system (the Customer Automation and Reporting Environment (CARE)) to document purchases and other transactions. Documenting purchases in the CARE transaction log is mandatory.
 - b. Purchases are authorized and comply with regulatory policy and, when possible, value-added tax relief is obtained for Government purchases made on the economy.
 - c. Procedures are established and followed to account for GPC nonexpendable property purchases and to ensure these purchases are reported to the responsible property book office. Consideration should be made for internal accountability of sensitive and highly pilferable items (such as memory sticks, laser pointers, hand-held positioning systems). In addition, approving officials must ensure compliance with Army in Europe guidance supported by AR 25-1. This guidance permits the use of the GPC for information management and information technology equipment purchases of items that cost less than \$500.
3. Commanders, staff principals, and activity directors must ensure their organization’s GPC program is properly administered and supported with strict management controls. When everyone—not only approving officials and cardholders—knows GPC program requirements, we can prevent unauthorized use of the GPC.

FOR THE COMMANDER:

WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

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